

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: June 21, 2006

Division: Budget and Finance

Bulk Item: Yes ☒ No ☐

Department: Grants Administration

Staff Contact Person: David P. Owens

AGENDA ITEM WORDING: Approval to apply for Residential Substance Abuse Treatment Grant and for the Mayor, Chief Financial Officer, and Grants Administrator to sign the application and related certifications and attachments, and complete the grant application online at the Florida Dept. of Law Enforcement website.

ITEM BACKGROUND: Federal funds are provided through the Florida Dept of Law Enforcement to implement the Residential Substance Abuse Treatment Program for inmates in correctional institutions with six to twelve months remaining on their sentence. This grant is currently used to fund the Jail Incarceration Program, administered by the Care Center for Mental Health at the Detention Center on Stock Island. This will be the fifth year of grant funding for the program. Attached is a copy of the current year's application for reference.

PREVIOUS RELEVANT BOCC ACTION: Approval to apply past four years; approval of contracts with FDLE and Care Center for Mental Health past four years.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: \$66,667.00

BUDGETED: Yes ☒ No ☐

COST TO COUNTY: \$16,667.00

SOURCE OF FUNDS: Fine and Forfeiture Fund – ad valorem taxes.

REVENUE PRODUCING: Yes ☐ No ☒

AMOUNT PER MONTH _____
YEAR _____

APPROVED BY: COUNTY ATTY ☒ OMB/PURCHASING ☐ RISK MANAGEMENT ☒

DIVISION DIRECTOR APPROVAL: _____

Salvatore R. Zappulla
Salvatore R. Zappulla

DOCUMENTATION: INCLUDED: ☒ NOT REQUIRED: ☐

DISPOSITION: _____

AGENDA ITEM #: _____



Florida Department of
Law Enforcement

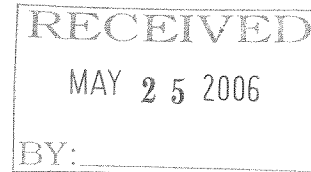
Gerald M. Bailey
Commissioner

Office of Criminal Justice Grants

Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308
(850) 410-8700

May 16, 2006

The Honorable Dixie Spehar
Mayor, Monroe County
500 Whitehead Street, Suite 102
Key West, Florida 33040



Dear Mayor Spehar:

The Florida Department of Law Enforcement (FDLE) is pleased to announce that your agency is eligible to apply for a second year of Residential Substance Abuse Treatment (RSAT) for Prisoners Held in Local Correctional Facilities Grant funding. The substance abuse treatment program, which was implemented by your agency last year, has met the criteria to receive \$50,000 for the State Fiscal Year 2006-2007.

During this funding period, each award must be matched in cash in an amount equal to but not less than twenty-five (25) percent of the total program cost.

Subgrant applications must be received by FDLE no later than 30 days before your current grant ends. Applications received after that date may not be considered. Recipients must apply on-line using FDLE's new grant management system, Subgrant Information Management On-Line (SIMON). In addition to the on-line submission, recipients must submit two hard copies (with original signatures) of the subgrant application to the Office of Criminal Justice Grants.

SIMON can be accessed at <http://simon.fdle.state.fl.us>. The following steps should be taken prior to completion of an application:

1. The Project Director is typically responsible for the administration of the subgrant activities and; therefore, should create a user account for the Chief Official, Chief Financial Officer, as well as themselves for submission of the application. Users will then receive an email containing the username and password. These are computer generated and only the person whose email address appears in the request will receive the username and password. The user may now proceed to the next step.
1. Enter the Subgrantee Organization and Implementing Agency (if different from the subgrantee) into SIMON. User will receive an email approving the Organization(s) and may now proceed to the next step.
2. The Project Director should then modify or request permission to fill out an application. Email notification will be sent approving the applicants' request and granting clearance to proceed with the application itself.


Due to the time involved in processing and approving user accounts and organization(s) requests, it is imperative that these steps be taken as soon as possible.

Application completion will require an "Announcement Code" which is a security feature allowing access to the application. The Announcement Code is RSAT2007. Application completion will not be possible without this code. A user manual is available on the website. The project start date is the day after your current grant ends. The project end date is 365 days after that. In addition, two hard copies of the application must be submitted (both with original signatures) to:

Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

A detailed user manual, complete with screen shot examples, can be found on the website. Please read this manual **before** beginning the application process in SIMON. Please refer to the manual before calling for assistance. For technical assistance with SIMON not provided in the user manual you may contact Maria Santos mariasantos@fdle.state.fl.us at (850) 410-8700. Otherwise please feel free to call either Susan Adams or Martha McWilliams at (850) 410-8700.

Sincerely,


Clayton H. Wilder
Administrator
Office of Criminal Justice Grants

CHW/mm/sba

cc Mr. David Owens

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

2006-RSAT-MONR-10

Subgrantee Organization

Organization Name: Monroe County Board of County Commissioners

Organization Type: COUNTY

County Organization is Located In: Monroe

FEID OR SAMAS: 596000749

Chief Official Position

Name: Dixie Spehar

Title: Mayor

Address: 500 Whitehead Street, Suite 102

City: Key West

State: FL **Zip:** 33040

Email: boccds1@monroecounty-fl.gov

Phone: 305-292-3440 **Ext:** **Fax:** 305-292-3466 **Suncom:**

Chief Financial Official Position

Name: Danny Kolhage

Title: Clerk

Address: 500 Whitehead Street

City: Key West

State: FL **Zip:** 33040

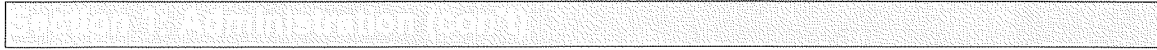
Email: dkolhage@monroe-clerk.com

Phone: 305-292-3550 **Ext:** **Fax:** 305-295-3663 **Suncom:**

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Implementing Agency Organization

Organization Name: Monroe County Board of County Commissioners

Organization Type: COUNTY

County Organization is Located In: Monroe

FEID OR SAMAS: 596000749

Chief Official Position

Name: Dixie Spehar

Title: Mayor

Address: 500 Whitehead Street, Suite 102

City: Key West

State: FL **Zip:** 33040

Email: boccds1@monroecounty-fl.gov

Phone: 305-292-3440 **Ext:** **Fax** 305-292-3466 **Suncom:**

Project Director Position

Name: David Owens

Title: Grants Administrator

Address: 1100 Simonton Street

City: Key West

State: FL **Zip:** 33040

Email: owens-david@monroecounty-fl.gov

Phone: 305-292-4482 **Ext:** **Fax** 305-292-4515 **Suncom:**

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



General Project Information

Project Title: MONROE COUNTY JAIL INCARCERATION PROGRAM

Project Sequence No: 0

Subgrantee: Monroe County Board of County Commissioners

Implementing Agency: Monroe County Board of County Commissioners

Project Start Date: 7/1/2005

End Date: 6/30/2006

Problem Identification

N/A (as specified in instructions)

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Project Summary

The Jail Incarceration Program is an in house substance abuse treatment program. It began in 1997, funded by a Byrne Grant, and has served approximately 900 inmates with an overall recidivism rate of thirty-five per cent compared to a seventy per cent recidivism rate for the jail. It provides the administrative and case management services as mandated by Florida Administrative Code 10-E16.

Under the RSAT grant, the program has been expanded and enhanced. This year, the program will serve approximately 190 inmates. The inmates (male) are housed in a separate dorm with its own recreation area. All the inmates in the program are screened to determine special needs. They have liaison and advocacy to help them get treatment in JIP or another appropriate program. All participants have individualized treatment plans that plan are reviewed monthly and adjustments are made if needed. The program includes special counseling in anger management, domestic abuse, parenting classes, conflict resolution, grief work, life skills, and job skills. Inmates are screened and referred for mental health counseling, educational and/or vocational training, transitional housing, aftercare, work release, and medical assistance. This helps increase success in the recovery process and decreases the criminal activity associated with substance abuse.

Referrals will be made for inmates that need English as a second language, literacy skill improvements, and GED classes. Life Skills will address how to find a place to live, how to open a bank account, how to make a budget, and basic nutrition. Job Skills will address how to look for work, fill out a job application, interview, and obtain a job (work release if possible). All inmates will create a resume to take with them. Educational assistance will be given, providing basic communication skills, computer literacy, and how to mentor. The Substance Abuse counseling will continue in its present form. The emphasis on cognitive behavioral therapy and rational emotive therapy (RET) is its backbone. The twelve-step approach, life skills, art/music therapy, and group therapy provide a well-rounded approach.

Last year the program, ?Touchstones? was added. Touchstones discussion groups are aimed at developing verbal skills, active listening, using evidence to support an opinion and the development of careful, respectful and yet critical consideration of the opinions of others. Its central purpose is to enable people who are products of a technological world to become responsible, thoughtful inhabitants of that world. The texts are chosen from Western classical thought because they are characteristically abstract and impersonal and allow the group to bring their own experience to bear. Touchstones is selected as an adjunct to therapy to see if the inmates could follow the arguments of the reading, present their own ideas in a logical fashion and deal with conflict in a dialectical manner rather than using old patterns of behavior involving unsubstantiated opinions reinforced by acting out behavior. From a therapeutic point of view, it is an excellent way to reduce aggression and expand cognitive skills.

The Detention center continues to operate a farm and petting zoo that is maintained by inmates in JIP. It is very therapeutic to work with the animals and to give something

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

Project Summary (Continued)

while getting no tangible reward. This is a concept new to many of the inmates.

Treatment is a minimum of six months with the possibility of lasting one year. Aftercare is six months and is provided by the Care Center for Mental Health in Key West.

Objectives

The number of inmates expected to complete the program is 100.

It is also projected that:

70% of the inmates served will complete the Aftercare Program.

97% of the inmates served in the program will remain drug free while participating.

70% of the inmates in the aftercare program will not test positive for drugs/alcohol.

75% of the inmates will not violate probation during aftercare and

70% of the inmates served will not return to jail during the first year after release.

The program will have administrative coordinator who also serves as a counselor. There will be two additional full-time counselors and two part-time counselors. All staff will have a strong background in substance abuse counseling with appropriate certification or work towards certification. Staff expertise has a direct impact on the program efficiency.

Random drug testing is conducted weekly with all inmates being tested at random. The program coordinators further evaluate the program's effectiveness by tracking the inmates who have completed the program through probation and checking for any new arrests in Monroe County and nationwide. For recidivism purposes, a sample of the program's inmates is compared to a random sample of inmates who received no treatment.

The Program Coordinators will review all the testing and screening of the inmates and make the final selection of appropriate inmates to participate in JIP.

The enhancement for the coming year is the DOGS to CLAS program. This is a service dog training program in which the inmates train dogs that have been rescued from the local pound. It teaches inmates how to change their own behavior while shaping dog behaviors. The dogs are then given to a community member with special needs, to enhance their independence.

Aftercare priority is given by the Care Center for Mental Health, in Key West, not funded by RSAT.

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

Supplemental Information

General Performance Info:

Performance Reporting Frequency for this Subgrant: Quarterly

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Cognitive Restructuring

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0002 - To provide treatment beds with RSAT funds during this grant cycle.

Measure: 0002

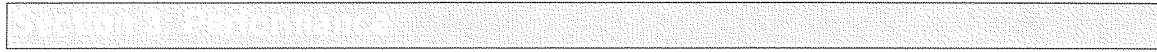
Specify the number of new treatment beds added with RSAT funds during this grant cycle.

Goal: 0

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Aftercare Services

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0004 - To maintain adequate sentencing so that a minimum of 6 months and a maximum of 12 months of residential treatment is provided to each participant during this grant cycle.

Measure: 0004

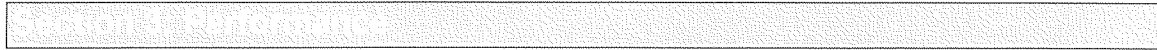
State the anticipated average length of stay (in days) for those who will complete the residential program during this grant cycle.

Goal: 182

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Drug Testing

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0005 - To provide a minimum of six months and a maximum of 12 months of residential treatment services to each participant during this grant period.

Measure: 0005

Specify the number of days residential treatment services are to be provided during the grant period.

Goal: 260

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Group Counseling

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0006 - To make aftercare treatment available to offenders completing the RSAT program.

Measure: 0006

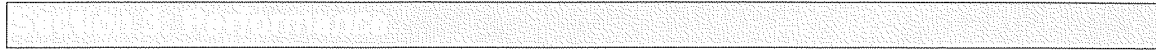
Specify the anticipated number of days aftercare will be provided to offenders completing the RSAT program.

Goal: 120

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Impulse/Anger Control

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0007 - To enroll adult male offenders into the RSAT program during the grant cycle.

Measure: 0007

Specify the anticipated number of adult male offenders who will enter the RSAT program during the grant cycle.

Goal: 150

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Leadership Training

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0011 - To enroll adult male RSAT completions into an aftercare program during this grant cycle.

Measure: 0011

Specify the anticipated number of adult male RSAT completions to enter an aftercare program during the grant cycle.

Goal: 95

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Mental Health Counseling

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0015 - To successfully treat RSAT participants enrolled in the residential program during the grant cycle.

Measure: 0015

Specify the anticipated number of successful RSAT completions during the grant cycle.

Goal: 95

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Other Drug Treatment

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Objectives:

0018 - For RSAT completions to successfully complete the aftercare program.

Measure: 0018

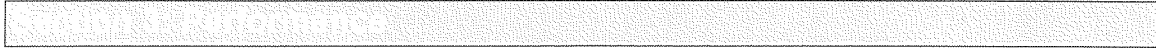
Specify the anticipated number of RSAT completions who will successfully complete the aftercare program during the grant cycle.

Goal: 47

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Parenting Training

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

Section 3 Performance

Federal Purpose Area: 0001 – Residential Substance Abuse Treatment

State Purpose Area: 0001 - Residential Substance Abuse Treatment

Activity Description:

Activity: Therapeutic Community

Target Group: Adult Males

Geographic Area: State of Florida

Location Type: Jail

Address(es):

Monroe County Detention Center
5525 College Road
Key West , FL 33040

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

SECTION 4 - FINANCIAL INFORMATION

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

SAMAS / Vendor Number: 596000749

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$50000.00	\$16667.00	\$66667.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
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-- Totals --	\$50000.00	\$16667.00	\$66667.00
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Percentage	74.99	25.0	100.0

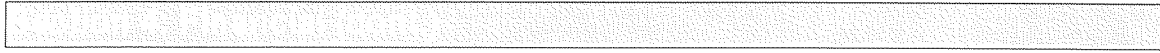
Project Generated Income:

Will the project earn project generated income (PGI) ? : No

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Budget Narrative:

Salaries and Benefits:

Substance Abuse Counselor 1.85 FTE 59,152.00

FICA @ .0765 4,525.00

Health Insurance @ 249.24/month 2,990.00

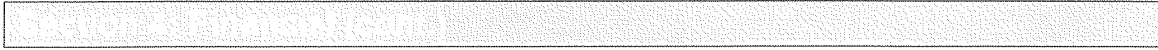
Total \$66,667.00

Match will be provided from the Monroe County Board of County Commissioners Fine and Forfeiture Fund

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment



Section Questions:

Identify specific sources of matching funds.

Ans: Monroe County Board of County Commissioners Fine and Forfeiture Fund

Indicate the Operating Capital Outlay (OCO) dollar threshold established by the subgrantee.

Ans: 750

Are indirect costs included in the budget? If so, has a copy of the subgrantee's Indirect Cost Plan approved by the cognizant federal agency, been submitted to the OCJG?

Ans: No

If a contract for contractual services will be executed by the subgrantee, has a copy been received by the OCJG?

Ans: Copies have been provided in prior years, and a copy will be sent with our application.

If salaries and benefits are included in the budget, is there a net increase in personnel?

Ans: No

Will the project earn Program Generated Income?

Ans: No

Will the applicant be requesting an advance of federal funds?

Ans: No

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

Section #5 - Standard Conditions

Insert Standard Conditions Page here.

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

SECTION 6 SIGNATURE

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including Strikeovers,
whiteout, etc. are not acceptable.**

**State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: _____

Date: _____

**Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: _____

Signature: _____

Typed Name and Title: _____

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**


Typed Name of Implementing Agency: _____

Signature: _____

Typed Name and Title: _____

Date: _____

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:


NATILEENE W. CASSEL

ASSISTANT COUNTY ATTORNEY

Application Ref # 2006-RSAT-10

Date 4/6/06

Contract -RSAT-MONR- - -

Section #6 Page 1 of 1

Application for Funding Assistance

Florida Department of Law Enforcement

Residential Substance Abuse Treatment

Section 7: Certifications and Authorizations

Insert Certifications and Authorizations here.